

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ATTORNEY – GROWTH MGMT.
DIVISION/MONROE COUNTY LAND AUTHORITY

Date: 11/05/04

Position Level: 13

FLSA Status: Exempt

Class Code: 13-13

GENERAL DESCRIPTION

Position reports directly to the County Attorney and, in consultation with the Growth Management Division Director, is responsible for providing legal advice to and represent the Growth Management Division on growth management legal issues. Additional supervisory responsibility for assigned land acquisition and disposal matters through the Monroe County Land Authority. In consultation with the Land Authority Executive Director, is responsible for providing legal advice to and represent the Monroe County Land Authority on all legal issues.

KEY RESPONSIBILITIES

1. *Counsel the Growth Management Division Director and Land Authority Executive Director and their staff on a regular, recurring basis.
 2. *Represent Growth Management Division staff as required at BOCC and Planning Commission meetings and public hearings, vested rights and beneficial use determination hearings, administrative appeals before Planning Commission or Special Hearing Officer, and other quasi-judicial hearings.
 3. *Review for legal sufficiency draft ordinances, resolutions, restrictive covenants, grants of conservation easements, warranty deeds, and other non-contractual legal documents related to the functions of the Growth Management Division.
 4. Prepare draft legal opinions and briefs for approval by the County Attorney related to Growth Management and Land Authority issues and regulations.
 5. *Consult with the Growth Management Division Director and Land Authority Executive Director on a regular and timely basis concerning legal matters related to the Growth Management Division and the County's legal exposure to claims arising from the Division's actions and regulations.
 6. *Research legal issues and prepare background briefs and memoranda for the Growth Management Division and the Land Authority.
 7. Prepare draft resolutions, ordinances, agreements, and other legal documents.
 8. Assist in the coordination and supervision of land use litigation cases as requested by the County Attorney.
 9. Conduct training of Growth Management Division staff on legal issues pertinent to the Division's functions as required.
 10. Perform other duties as directed by supervisor.
 11. *Exercise supervisory responsibility for assigned land acquisition and disposal matters.
 12. *Serve as counsel to the Land Authority Advisory Committee and the Land Authority Governing Board.
 13. *Review for legal sufficiency all Land Authority legal documents, including but not limited to real estate closing documents, contracts, deed restrictions, conservation easements, and title insurance policies.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Over five (5) years as an attorney for a municipal or county government preferred. Preference given to candidates with Florida land use law and real estate experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Minimum of five years active membership in, and maintain membership in good standing with, The Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____